



DURANTS SCHOOL – POLICY DOCUMENT

Use of Assistance Alarms

September 2023

Reviewed & updated: September 2023 (Rachel Carli)

Next review date: September 2024

Use of Assistance Alarms

This policy relates to the use of “Assistance Alarms” by staff who require immediate support in a challenging or emergency situation. The policy outlines guidelines on correct usage, what is expected of the staff who call for assistance and what is expected of those who are providing it. At Durants school the unique nature of our cohort means that we are often presented with situations that require intensive levels of support or input from other professionals to maintain the best interests and safety of the pupils and staff. In order for these situations to be managed quickly and effectively, each class/area of the school has an “Assistance Alarm”. Pressing this will notify a “Response Team” consisting of senior leaders/behaviour specialists, who are available to provide immediate assistance.

Guidelines for Use

The “Assistance Alarm” should only be used in a situation where **the health and/or safety of pupils or staff is deemed to be at risk**. (This could be as a result of, for example, challenging behaviour or a medical emergency.)

After pressing the “Assistance Alarm” staff should:

- Evacuate/direct other pupils/staff from the area if necessary
- Remove any potential environmental hazards
- Continue attempts to manage behaviour if required and safe to do so (in accordance with PBS plan, PBS policy & use of physical intervention policy)
- Continue to provide first aid if required and trained to do so (in accordance with First Aid and Welfare policy)
- Be clear on what support they require from the “Response Team” when it arrives
- Accept instruction and decisions from the “Response Team” upon arrival

Guidelines for Response Team

The Response Team will consist of members of staff from a core group who are experienced and trained to deal with challenging behaviours and medical emergencies. Timetables of each member will be carefully co-ordinated so that on any given day at least 3 members of the group are available to respond when an “Assistance Alarm” is pressed. There will be a further member of the group on stand-by who can be called upon if further support is required (see appendix 1).

Upon arriving at an incident the Response Team are expected to:

- Assess the situation, providing re-assurance with a calm presence
- Ask the staff already present what support/advice they require, if any
- Ensure that all staff and pupils present are safe and any hazards removed
- Prioritise support for any pupil or member of staff who is injured/unwell
- Make quick decisions and deliver clear instructions to everyone involved if required to do so
- Give permission for the use of and/or bracing of a quiet room/Safe Space if necessary
- Provide physical intervention support if required
- Give instructions and make decisions for calling emergency services if required
- Be sensitive to the situation and provide emotional support to staff and pupils involved
- Gain a more detailed overview of the incident once the situation is resolved
- Assist in completing any relevant documentation (AF1/Quiet Room Recording Form)
- Debrief with staff involved and give recommendations for future practice